






BABA GURU NANAK UNIVERSITY, NANKANA SAHIB

 Bank Copy
 Baba Guru Nanak University, Nankana Sahib
 The Bank of Punjab
 Bank A/c No. 6510227249000019

 Applicant Copy
 Baba Guru Nanak University, Nankana Sahib
 The Bank of Punjab
 Bank A/c No. 6510227249000019

 University Copy
 Baba Guru Nanak University, Nankana Sahib
 The Bank of Punjab
 Bank A/c No. 6510227249000019

Date: _____		Date: _____		Date: _____	
Applicant's Name		Applicant's Name		Applicant's Name	
Father Name		Father Name		Father Name	
Applicant's CNIC No.		Applicant's CNIC No.		Applicant's CNIC No.	
Contact No.		Contact No.		Contact No.	
Description	Amount	Description	Amount	Description	Amount
Tender Fee	Rs. 1,000/-	Tender Fee	Rs. 1,000/-	Tender Fee	Rs. 1,000/-
Rupees (In words): One Thousand Only		Rupees (In words): One Thousand Only		Rupees (In words): One Thousand Only	
Banker Signature	Student Signature	Banker Signature	Student Signature	Banker Signature	Student Signature
Notes: 1. Fee can be deposited in any branch of Bank of Punjab (BOP) 2. It is mandatory to attach original system generated slip provided by the bank with bid documents, otherwise your bid may be rejected. 3. Amount deposited is non-refundable		Notes: 1. Fee can be deposited in any branch of Bank of Punjab (BOP) 2. It is mandatory to attach original system generated slip provided by the bank with bid documents, otherwise your bid may be rejected. 3. Amount deposited is non-refundable		Notes: 1. Fee can be deposited in any branch of Bank of Punjab (BOP) 2. It is mandatory to attach original system generated slip provided by the bank with bid documents, otherwise your bid may be rejected. 3. Amount deposited is non-refundable	



BABA GURU NANAK UNIVERSITY, NANKANA SAHIB

TENDER DOCUMENT

FOR

PURCHASE OF FURNITURE

Tender No. BGNU/Tender/2022-23/03



BABA GURU NANAK UNIVERSITY, NANKANA SAHIB

Tender Notice

Sealed tenders/ bids are invited from the firms registered with Sales Tax and Income Tax Departments. The procurement of following tenders will be made on the basis of Single Stage Two Envelope Bidding Procedure in terms of Rule No. 38 (2)a of the Punjab Procurement Rules 2014 (PPRA Rules 2014):

Tender#	Tender Name	Qty	Closing Time and Date	Opening Time and Date
BGNU/03	Purchase of Furniture Items	Details in the Tender Document	16-01-2023 till 10:00 am	16-01-2023 at 10:30 am

- Tender Document will be immediately available after publishing of this Tender Notice (Rule No. 25(1). Tender / Bid Document can be obtained from the Purchase Section, University of Education, College Road Township, Lahore during office hours by depositing the tender fee **Rs. 1,000/-** on standard depositing slip of **BOP into Bank Account No. 6510227249000019** (Baba Guru Nanak University, Receipt Account). Tender Documents can also be downloaded from www.gnu.edu.pk. In that case the deposit receipt must be attached with the Technical Bid.
- The online generated receipt issued by BOP (Bank of Punjab) must also be provided.
- The Bid Security equal to 2% of estimated price in the form of "CDR., Bank Draft, Pay Order, Banker's Cheque" in favor of "**Treasurer, Baba Guru Nanak University, Nankana Sahib**" is required to be submitted with the Financial Bid, without which the offer shall be rejected being non-responsive.
- Bids without supporting documents, undertaking, valid documentary evidence, and bids not conforming to terms and conditions given in the Tender Document will be liable for rejection. No supporting document will be accepted, at all, after opening of the Bids. Bids received after due time and date shall be summarily rejected.

Secretary Purchase Committee
Baba Guru Nanak University, Nankana Sahib. (0300-1199358)



BABA GURU NANAK UNIVERSITY, NANKANA SAHIB

SECTION-I: INVITATION TO THE BID

- 1.1. Baba Guru Nanak University, Nankana Sahib invites sealed tenders from eligible candidates to tender for **Purchase of Furniture Items**.

SECTION-II: INSTRUCTIONS TO THE BIDDERS

- 1.1. Procurement will be made under Punjab Procurement Rules (PPRA) 2014.
- 1.2. It will be clearly understood that the Terms and Conditions mentioned in this document are intended to be strictly enforced.
- 1.3. Bidders must ensure that they submit all the required documents indicated in the Tender / Bid Documents at the time of opening of Technical Bids and no request for submission of missing documents will be entertained after opening of the Technical Bids.
- 1.4. Bidder should quote price in Pak Rupees only and payments shall also be made in Pakistan Rupees only.
- 1.5. Bidder can quote any item in the lot by submitting the Bid Security of the Lot.
- 1.6. Validity period of the bids shall be **90 days**
- 1.7. **As per Rule No. 38(2)a, Single stage Two envelope procedure shall be followed.**
- 1.8. **The Bidder must provide Documents in following Order:**
 - Specifications of quoted items on the Letter Head of the bidder
 - The specified catalogues / brochures of items quoted by the bidder
 - Technical Bid Form duly signed and Stamped by the Bidder
 - Copy of Income Tax & Sales Tax Registration Certificate
 - Copies of relevant Supply Orders
 - Professional Tax Certificate
 - Affidavit/Undertaking on the Stamp Paper
 - Tender Document duly signed and stamped each page by the bidder



BABA GURU NANAK UNIVERSITY, NANKANA SAHIB

2. SAMPLES OF ITEMS

2.1. Bidder must provide samples of the items given in the Tender Document. In case the bidder does not submit the sample of the items, that item will be rejected and its rate will not be included in the Comparative Statement.

2.2. Samples will be accepted only after the inspection carried out by the Purchase Committee. The samples will be rejected if :

2.2.1.1. The Items provided are as not per specifications given.

2.2.1.2. The material used in the items is of inferior quality.

2.2.1.3. Pieces of Furniture Items do not look and feel solid and with twist.

2.2.1.4. Parts (exposed / unexposed) are not sanded smoothly and not fitted with gaps between them.

2.2.1.5. Drawers (in case of tables) are not smoothly glided and do not even gaps and proper alignment.

2.2.1.6. Both Workmanship and finish of items are of low quality.

2.3. The samples which are not as per given specification or not as per samples available at the Purchase Section or of low quality will not be accepted /approved by the committee and the rates of such items will neither be announced during opening of Financial Bids nor included in the Comparative Statement.

2.4. The Purchase Committee may ask bidder to prepare a sample before start of the production and Sample will be checked as per criteria mentioned above.

3. **BID SECURITY**

3.1. Bidder will submit Bid Security drawn in the name of “**Treasurer Baba Guru Nanak University**” against each lot with details given below:

LOT#	Item Name	Amount of Bid Security (Rs) 2% of Estimated cost
1	Computer Tables & Chairs	15000
2	Steel (MS) Racks for Books	10000
3	Library Tables & Chairs	5000



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3.2. The Bid Security will be in form of CDR / Pay Order / Demand Draft/Banker' Cheque

4. ELIGIBILITY/QUALIFICATION/EVALUATION CRITERIA

The Bidder(s) should meet the following Eligibility/Qualification Criteria to participate in the Bid process and must enclose documentary proof, along with Technical Bid, for fulfilling the Criteria

Mandatory Requirements	Documents Required
Sales Tax Registration	Certificate of Registration
Income Tax Registration	Certificate of Registration
Conformance to the required specification of items given in Schedule of Requirement	Detailed Specifications with Brand and Model
Company Firm is not black Listed	Affidavit /Bidder's Undertaking on stamp paper
The Bidder is either manufacturer or the Authorized Dealer of the items (For Class Room Chairs)	Authorization Certificate from the manufacturer in case the bidder is not the manufacturer
In-House Availability of following Machines at the Workshop of the Supplier for quoting Wood Furniture <ul style="list-style-type: none">• Automatic Edge Banding Machine• Panel Saw Machine	List of Machines with actual Pictures of installed machines at the Workshop of the Bidder
In-House Availability of following Machines at the Workshop of the Supplier for quoting Steel and Class Room Chairs: <ul style="list-style-type: none">i- Lathe machineii- High Power Welding Plantiii- Powder Coating Unit	List of Machines with actual Pictures of installed machines at the Workshop of the Bidder
The Bidder must have at least 20 permanent employees at the workshop for Wood Furniture and Class Room Chairs	List of employees registered with the relevant Authorities
Five relevant Projects Completed in the past	Copies of Supply Order / Contracts received / signed by the bidder in the past
Samples of items	One sample for each of the items mentioned in the technical specification



BABA GURU NANAK UNIVERSITY, NANKANA SAHIB

5. REJECTION AND ACCEPTANCE OF THE TENDER/BID

5.1. The Purchaser shall have the right, at his exclusive discretion, to increase / decrease the quantity of any or all item(s), under PPRA Rules 2014 without any change in unit prices or other terms and conditions, The Purchase Committee may rejected all tender(s), cancel / annul the Tendering process at any time prior to award of Contract, without assigning any reason or any obligation to inform the Tenderer of the grounds for the Purchaser's action, and without thereby incurring any liability to the Tenderer and the decision of the Purchaser shall be final.

5.2. The Tender / bid shall be rejected if:

- 5.2.1. It is substantially non-responsive; or
- 5.2.2. The bidder does not meet any of the mandatory criteria mentioned in Eligibility/Evaluation Criteria
- 5.2.3. The bid is incomplete, conditional, alternative, late; or
- 5.2.4. the bidder does not attach Bid Security in Shape of CDR/Pay Order/DD; or
- 5.2.5. the bid security is not attached or it is less than the required amount; or
- 5.2.6. the Bidder submits more than one Bids against one Tender; or
- 5.2.7. the Bidder quotes the model of laptop that had been rejected in the past by the Procuring Agency due to the Technical fault.
- 5.2.8. the Bidder engages in corrupt or fraudulent practices in competing for the Contract award; or
- 5.2.9. there is any discrepancy between bidding documents and bidder's proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid; or
- 5.2.10. The Bidder submits any financial conditions as part of its bid which is not in conformity with tender document.

6. ANNOUNCEMENT OF EVALUATION REPORT

The Procuring Agency shall publish the Evaluation Report on the Website of PPRA at least 10 days before the award of the Contract



BABA GURU NANAK UNIVERSITY, NANKANA SAHIB

7. AWARD OF CONTRACT

The Tender will be awarded to the Lowest Evaluated Bidder who has been declared Technically Qualified on the basis of lowest cost **(Item Wise)**.

8. LETTER OF ACCEPTANCE (LOA)

After acceptance of the Bids by the Purchase Committee, Letter of Acceptance (LOA) will be issued only to the Successful Bidder.

9. PAYMENT OF PERFORMANCE GUARANTEE (PG)

9.1. The Successful Bidder(s) will be required to remit the Performance Guarantee equivalent to **5% of the value of the contract price**. The PG should be paid by way of Cash Deposit Receipt (CDR) or Bank Guarantee drawn in favor of “Treasurer Baba Guru Nanak University” as unconditional Guarantee.

9.2. The Performance Guarantee will be forfeited if the Successful Bidder withdraws the Bid during the period of Bid validity specified in the Bid Documents or if the Bidder(s) fails to sign the contract.

10. SIGNING THE CONTRACT

10.1. The Purchase Committee shall issue sign a Contract with the Successful bidder who has submitted the Performance Guarantee.

10.2. The Successful Bidder will provide the stamp paper of .25% of total order value for issuance of Supply Order or Signing the Contract.

SECTION –III: GENERAL CONDITIONS OF CONTRACT

11. DELIVERY OF ITEMS

11.1. Delivery Period will be counted from the issuance of Letter of Acceptance with details given below:

Item Name	Delivery Period (No. of Days)
All Lots (1-3)	60



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11.2. The supplier will bear all costs associated with the preparation, delivery and installation of the Items and the Purchaser will in no case be responsible or liable for those costs. The supplier will make such arrangements to ensure safe delivery of goods. Any damage sustained during transportation / delivery will be rectified by the supplier at his cost.

12. LIQUIDATED DAMAGES

When the supplier fails to deliver or install the goods or both within the time period specified in the contract, the Purchase Committee may, without prejudice to any other remedy it may have under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 0.1% of the price of the delayed goods per day of delay, maximum up to 10% of the price of total value of the contract.

13. INSPECTION OF ITEMS

13.1. The Committee may inspect the goods at the site of the supplier during the manufacturing process to check the quality of material being used.

13.2. The Inspection Committee of UE shall inspect the Goods supplied at the site of Supplier or at UE Township Campus, to verify their conformity to the Technical Specifications.

13.3. Inspection Committee will not accept the Low quality, Poor Workmanship items. The Inspection Committee will reject the goods which are of Low Quality / poor workmanship / finish and if the Supplier does not improve the quality / finish even after the notice, its performance Guarantee for those items will be forfeited and the tender will be awarded to 2nd lowest bidder.

13.4. After the inspection or test if the Purchase Committee is of the opinion that items do not conform to the specification and the criteria mentioned above, the Inspection Committee may reject them, and the supplier shall either replace the rejected goods or make all alterations necessary to meet the requirements of the specifications free of cost to Baba Guru Nanak University.

14. RELEASE OF PERFORMANCE GUARANTEE (PG)

The Performance Guarantee will be refunded to the Successful Bidder(s) **after completion of delivery and installation of Goods.**



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15. PAYMENT

15.1. 100% payment will be made by Baba Guru Nanak University to the Successful Bidder after delivery and installation of goods and on receipt of the following documents:

- i. Bill
- ii. Delivery Challan
- iii. General Sales Tax Invoice
- iv. Inspection/Completion report

For exemption of Taxes the Bidder will have to present the Original Import Documents along with CPR to Audit Section.

16. WARRANTY

16.1. Warranty of items shall be minimum two Year.

16.2. In the warranty period if the wood deteriorates or the joints of table or chairs get loose the Supplier will be responsible to replace the items within 15 days. If the Supplier fails to comply with the terms and conditions of the contract, a Certificate of Poor Performance would be issued to the concerned Supplier.

16.3. The Bidder will warrant that the items supplied are new and are not refurbished.

16.4. In case of fault or malfunctioning of the items the supplier will be informed through SMS, WHATSAPP OR EMAIL. The Supplier will be responsible to remove the fault within 72 hours of launching Complaint.

17. SPECIFICATIONS AND SCHEDULE OF REQUIREMENT

LOT # 1 (Computer Tables & Chairs)

Sr.#	Item Name and Specifications	QTY	Unit Price	Total Amount
1.	Computer Table 8'x2' Height 29" with space for CPU in every 32 " (Space of 8' feet table will be used by three students and a channel of 4" made of lamination board for cables underneath the table). Base structure reinforced with Seasoned Acacia (kikar) wood Strip of 1/2" solid wood at the joints fixed with glue and screws to reinforce the structure.	17 Nos.		




BABA GURU NANAK UNIVERSITY, NANKANA SAHIB

	<p>Top made of 3/4" thick High Density Lamination Board of approved color including edges covered with lipping Pasting with fully automated heat edge banding machine without any nails or screws. Double Sheet at the edges making the edge 1 ½ "</p> <p>The no. of seats (32" for each student) will be made according to size of the room.</p>			
2.	<p>Computer Chair</p> <p>High Back Chair with three Step Back Jack and five leg Three step Heavy duty Hydraulic System (140 mm) Twin Wheel casters Cushioned with best Quality Foam of standard thickness</p> <p>Fully prepared Sample is required at opening of Technical Bids</p>	50 Nos.		

LOT # 2 (Steel (MS) Racks for Books)

Sr.#	Item Name and Specifications	QTY	Unit Price	Total Amount
1.	<p>Steel (MS) Racks for Books Required No. of shelves of each book rack= 5 (no. of shelves :5)</p> <p>Structure made of Angle Iron 1.5"x1.5"x3/16"</p> <p>Shelf height: 1.5 ft</p> <p>Shelf Depth: 1.3 ft</p> <p>Racks width= 5ft</p> <p>Height of Rack = 8.5 ft</p> <p>Gauge of Shelf of MS: 18.</p> <p>Side Covered with MS sheet of 18 gauge</p> <p>Backside covered with MS sheet of gauge 24</p> <p>Feet of Rack of 18 gauge of Size 3"</p> <p>Whole rack duly painted and finished with Enamel Paint</p>	6 Nos.		



Shelf 5

Shelf 4

Shelf 3

Shelf 2

Shelf 1


Height: 8.5 ft

Wedth 5 ft

LOT # 3 (Library Tables & Chairs)



BABA GURU NANAK UNIVERSITY, NANKANA SAHIB

Sr.#	Item Name and Specifications	QTY	Unit Price	Total Amount
1.	Library Tables <ul style="list-style-type: none">• Width: 8 ft• Depth: 4 ft• Height: 2 ½ ft• Structure made of Solid Shesham wood with moisture level less than 10%,.• Top made of 3/4" Lamination on MDF (Sonitex or equivalent with elegance quality).• Double sheet pressed on borders for extra Strength and Reinforced with Sheasham wood Edging.• The edges must be covered with fully automated heat edge banding machine without any nails or screws.• Wood Structure properly sanded having smooth surface and duly polished with A Class Finish in Shesham Wood Color• Eight (8) Light Power Plugs (Chinese Fitting Brand TJ or Equivalent) Fixed at the Center of the Top of the Table.	03 Nos.		
2.	Library Chairs (Plastic) Seat made Unbreakable Compounding Material. Frame made of MS Steel 18 gauge	 50 Nos.		



BABA GURU NANAK UNIVERSITY, NANKANA SAHIB

Annexure- A Check List

The bidder must attach this list along with the Bid

Envelope A: Enclosures of Technical Proposal		Attached YES/NO	Page#
1	Check List		
2	Specifications of quoted items on the Letter Head of the bidder		
3	Technical Bid Form duly signed and Stamped by the Bidder		
4	Copy of Income Tax Registration Certificate		
5	Copy of Sales Tax Registration Certificate		
6	Affidavit/Undertaking on the Stamp Paper		
7	Copies of Relevant Supply Orders		
8	The specified catalogues / brochures of items quoted by the bidder		
9	Professional Tax Certificate		
Note: All the above documents and any other supporting document must be numbered and page number must be mentioned in the column specified for the purpose.			
Total Number of pages attached with the Technical Bid		_____ Pages	
10	Tender Document duly signed and stamped each page by the bidder must be attached at the end of the Technical Bid but numbering is not required for this document.		

Financial Proposal

11	Price Schedule Form duly filled, signed and stamped by the bidder		
12	Bid Security in shape of CDR		



BABA GURU NANAK UNIVERSITY, NANKANA SAHIB

Annexure- B

BID FORM

Technical Bid Form

S#	Information about the Bidder	Bidder's Response
1	Name of the Company	
2	Year of Incorporation/Registration	
3	GST Registration Number	
4	No. of Years of Experience	
5	Address	
6	Office Telephone Number	
7	Email Address of the Company	
8	Name of Contact Person	
9	Mobile No. of Contact Person	
10	Email Address of Contact Person	
11	Model/Brand Offered by the Bidder	



BABA GURU NANAK UNIVERSITY, NANKANA SAHIB

Annexure- C AFFIDAVIT/BIDDER'S UNDERTAKING ON THE STAMP PAPER

Ref: Tender No. BGNU/Tender/2022-23 /03 Published on PPRA

I hereby affirm that:

1. We have examined the Tender/Bid Document and we undertake to meet the requirements regarding supply of Items, warranty and services as required and are prescribed in the Tender Document.
2. It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with.
3. We have read the provisions of Tender/Bid Document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our response shall not be given effect to.
4. We agree to unconditionally accept all the terms and conditions set out in the Tender/Bid Document
5. We undertake, if our Bid is accepted, to supply the items within the delivery period mentioned in the Tender Document.
6. We understand that no document regarding evaluation criteria will be accepted after opening of the Technical Bids and we are bound to provide all the documentary proofs regarding evaluation criteria or any other supporting document at the time of opening of Technical Bids.
7. We also declare that our Company/Organization is not blacklisted by any of the Departments/ Institutions/Autonomous Bodies/Federal or Provincial Government in Pakistan.
8. We undertake to provide the service and replacement of parts to keep the items in working condition during the warranty period.

[Name and Signatures of authorized Person along with stamp]



BABA GURU NANAK UNIVERSITY, NANKANA SAHIB

Annexure- D Contract Agreement Form

THIS AGREEMENT made the [day] day of [month] [year] between [Baba Guru Nanak University] (hereinafter called "the University") of the one part and [name and address of Supplier] (hereinafter called "the Supplier") of the other part:

WHEREAS the University invited Tenders for certain goods and related services, viz, [brief description of goods and related services] and has accepted a Tender by the Supplier for the supply of those goods and related services in the sum of Rs. [Contract Price in figures and in words] (hereinafter called "the Contract Price").

NOW THEREFORE the parties hereby agree as follow:

- 1- The following documents attached shall be deemed to form and integral part of this Contract:
 - i- Letter of Acceptance
 - ii- Performance Guarantee equal to **05%** of Contract Price in shape of CDR or Bank Guarantee.
- 2- The Terms and Conditions of Supply Order/Contract given in the Tender/Bid Document will be applicable.
- 3- The mutual rights and obligations of the University and the Supplier will be preserved in light the of Terms and Conditions mentioned in the Tender /Bid Document.

IN WITNESS whereof the parties have caused this Contract to be executed in accordance with the laws of Pakistan on the day, month and year written above.

For Baba Guru Nanak University:

For the Supplier:

Signature

Print Name

Title